



Position Title: <b>Agriculture Field Coordinator</b>	Reports to: <b>SDI Director, Sustainable Agriculture Faculty</b>
Department: <b>Sustainable Development Institute</b>	FLSA Status: Non Exempt
Classification: <b>Regular Part Time</b>	Benefit Eligibility: <b>Yes, Part Time Benefits</b>
SOC Code: <b>19-1013</b>	Last Updated: March 5, 2021
Home Campus: <b>Keshena Campus</b>	Posting Status: Second Posting – Open To All
Grant Funded: <b>Fully Grant Funded</b>	Application Deadline: Open Until Filled

**Position Summary:** SDI is seeking a Field Coordinator to support out ongoing agriculture research and outreach programs for the next three years. The Field Coordinator will be responsible for coordinating research and outreach activities with the Sustainable Agriculture Faculty and with other SDI work teams to meet project objectives. The position is dependent upon grant funding, and could be expanded or extended depending upon the future direction of our research efforts and our success at securing ongoing funding.

**Position Responsibilities & Duties:**

- Prepare, plant, maintain, fertilize, and harvest research plots from two experiments;
- Collect data and samples as needed to meet specific experimental objectives;
- Mentor a large team of interns in these efforts in coordination with overall SDI intern programs;
- Make sure that data is properly recorded and saved;
- Collaborate with the SDI team on data analysis;
- Collaborate with the SDI team on project outreach via presentations, photos, videos, social media, tours, workshops, webinars, food distribution, etc.;
- Coordinate activities with Sustainable Agriculture Faculty and collaborating scientists;
- Other duties as assigned.

**Minimum Qualifications-**To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 2+ years experience with agriculture research;
- Associate's Degree in a related field;
- Demonstrated interest and/or experience in tribal food and agriculture issues;
- Excellent oral and written communication skills;
- Willingness to learn and model safe equipment use;
- Ability to work with others under stressful or difficult conditions;
- Ability to create a positive work environment for people with diverse backgrounds.

**Desired Qualification:**

- Strong analytical, quantitative, problem-solving and decision making capabilities;
- Experience with agriculture equipment;
- Experience with seed saving;
- Ability to prioritize among a list of time-sensitive tasks that may be affected by weather and personalities;
- Detail oriented approach;
- Sound business ethics, including the protection of proprietary and confidential information;

- Ability to work with all levels of staff, students, and collaborators;
- Demonstrated leadership skills;
- Ability to take ownership of tasks and seek input when needed;
- Experience working with or for Indian Tribal Organizations.

**Reporting to this Position:** Up to five student interns

**Physical Demands & Work Environment:**

Physical demands are classified as Moderate - lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performs administrative office Functions - Frequently
- Exposure to office/class room environment - Frequently
- Exposure to shop or maintenance environment - Occasionally

**Tools & Equipment Used:** Field equipment including tractor, planter, cultivator, rototiller, hoes, spades, scythe, machete, electric fencing, soil sampling probes, etc. Office equipment including copy, scan, print and fax machines, computer, calculator and telephone. Lab equipment including drying oven.

**APPLICATION PROCESS**

A complete application includes:

- Letter of Interest
- Current Resume
- Completed CMN application form (available under job opportunities at <http://www.menominee.edu/careers>)
- Copy of all college level transcripts (official transcripts required upon hired)
- Three professional letters of reference
- Copy of valid WI driver license
- Proof of relevant certificates or training
- Proof of Tribal enrollment status
- Proof of honorable or general military discharge paperwork (if applicable)

**It is not the responsibility of CMN to notify applicants of missing documentation. Incomplete application packets will not be considered.**

Application materials can be mailed to:

College Of Menominee Nation

Attn: Human Resources

P.O. Box 1179

Keshena, WI 54135.

or

Email to: [hr@menominee.edu](mailto:hr@menominee.edu)

An online application is available at: <http://www.menominee.edu/careers>

This position is open until filled with preference given to applications received by May 4, 2021

**NOTE: Pre-employment drug testing is part of the hiring process.**

**EOE/MITW 82-10**